



Maryland Judiciary

Job Announcement

mdcourts.gov/jobs

Opening Date:	July 30, 2015	Closing Date:	August 6, 2015
Job Title:	Community Resources Coordinator	Position Type:	Regular Full-Time
PIN:	TBD	FLSA Status:	Exempt
Location:	Circuit Court for Prince George's County Upper Marlboro, Maryland	Grade/Salary:	J13 \$47,322 - \$56,562
		Financial Disclosure:	Yes

Essential Functions: Assists and supports the Clerk of the Circuit Court for Prince George's County and other court managers as necessary by performing duties of a confidential nature in the day-to-day management of court operations, special assignments, and projects as requested. This position is responsible for developing, coordinating and managing relationships and partnerships with various Prince George's County organizations, both public and private and constituents, to promote and educate on all of the services of the Office of the Clerk, Circuit Court for Prince George's County providing for the general public and to ensure that the Office of the Clerk's mission, is effective and efficient for those utilizing the Office of the Clerks' programs and services. This will involve coordinating and scheduling meetings on-site and/or attending off-site meetings. Position is responsible for researching, writing and presenting information and giving presentations on all services to the constituents. This position contributes and participates as a member of the management team of the Clerk of the Court; and as such identifies annual objectives, major initiatives and divisional tasks to meet goals for the Court. The incumbent will provide and report on all activities, initiatives and programs to the Clerk of the Court, and the management team as well as employees of the Circuit Court for Prince George's County. This position may work and/or attend events during the weekend and evenings. General guidance is provided by the Clerk of the Circuit Court, allowing employee latitude in determining methods for attaining objectives. This position performs other duties as assigned by the Clerk.

Education: High School diploma or GED

Experience: Seven years of experience in community/public relations, in a public and/or non-profit organizational engaged altruist legal services and programs involving state and local government services. Experience must include developing, and presenting educational information to diverse groups.

OR

Education: Associate Degree

Experience: Five years of experience in community/public relations, in a public and/or non-profit organizational engaged altruist legal services and programs involving state and local government services. Experience must include developing, and presenting educational information to diverse groups.

OR

Education: Bachelor's Degree

Experience: Three years of experience in community/public relations, in a public and/or non-profit organizational engaged altruist legal services and programs involving state and local government services. Experience must include developing, and presenting educational information to diverse groups.

Preferred: Court Professional Certificate (CPC) Program Management Certificate or Court Supervisor/Manager Certificate Program. Preferred experience in Maryland Court operations, preferably Circuit Court.

Skills/Abilities: Knowledge of processes and procedures of Maryland Judiciary Courts, preferably Circuit Court; and knowledge of Maryland law and procedure as it relates to court operations. Knowledge and interpretation of court and legal terminology, procedures, laws, rules and regulations. Ability to do research on problems and to present findings/recommendations. Ability to communicate effectively, in writing and orally to include diplomacy and interpersonal skills. Ability to demonstrate skills in developing, and presenting professional educational and general

information programs. Collaborative problem solving skills, group facilitation skills, and dynamic presentation and public speaking skills. Ability to deliver effective public presentations, address community associations, and participate in panel discussions. Ability to coordinate the activities of various municipalities and other public agencies. Ability to maintain confidentiality and professionalism. Ability to resolve unusual situations in accordance with established procedures. Ability to work with diverse stakeholders such court personnel, the general public, community organizations and State and local government officials. Ability to work within a culturally diverse environment and to handle all situations with diplomacy, tactfulness, and impartiality. Ability to plan large meetings and events. Ability to express accurate, constructive and cogent ideas. Ability to independently, plan, develop, and carry out activities and functions. Ability to be self-directed and handle multiple projects simultaneously; and work within established time constraints and meet fixed deadlines. Ability to demonstrate good organizational skills and ability to manage time and work responsibilities effectively and efficiently. Ability to use and proficient with Microsoft office to include but not limited to Word, Excel, PowerPoint, and Access, Adobe and other applicable software related to communications/publishing, etc. Ability to utilize and communicate via social-media avenues. Ability to perform Essential Functions of the position.

All applicants must complete a Maryland Judiciary Employment Application to be considered for this position (unsigned applications will not be accepted). The candidate selected for this position will be subject to a background check.

Materials must be received at the address below by 4:30 p.m. on the closing date. We are not be responsible for applications sent to any other address.

**Circuit Court for Prince George's County
Courthouse
14735 Main Street, Room D1015
Upper Marlboro, MD 20772-9987
ATTN: Hon. Sydney Harrison, Clerk of Court**

The Maryland Judiciary is a drug-free workplace and an equal opportunity employer, committed to diversity in the workplace. The Maryland Judiciary does not discriminate against an applicant because of an individual's race, color, religion, sex, sexual orientation, pregnancy, national origin, age, disability, or genetic information. Applicants who need an ADA Accommodation for an interview should request the accommodation when notified of a request to be interviewed. Applicants must be United States citizens or eligible to work in the United States.